



## EXCHANGE

ARMY & AIR FORCE EXCHANGE SERVICE  
P.O. Box 650060  
Dallas, TX 75265-0060  
Phone 214-312-6103; FAX 214-465-2912

GC-E

May 10, 2013

FA-13-0325

FOIA –Board of Director Meeting Notes

Mr. Michael Morisy  
MuckRock News  
DEPT MR 5571  
P. O. Box 55819  
Boston, MA 02205-5819

Dear Mr. Morisy:

This acknowledges receipt of your Freedom of Information Act (FOIA) request dated May 7, 2013 received in the Army and Air Force Exchange Service (Exchange) General Counsel Freedom of Information Act (FOIA) office. I interpret your FOIA request as follows.

1. Copy of the Exchange Board of Director Meeting notes for the past 5 years. (May 2008 – May 2013)

The Exchange FOIA office will process your request under the provisions of FOIA, Title 5 U.S.C. §552 and the Privacy Act, 5 U.S.C. §552(a). All FOIA requests are processed in the order of receipt and we will process your request as expeditiously as possible. Your request has been given the tracking number of FA-13-0325. Please use this number as a reference in all communication related to this request. I anticipate a final response on or before June 5, 2013. Should circumstances arise during the processing of your request which delay this suspense time, you will be notified.

In addition, you have asked for a waiver of fees. At the current time I cannot address the fee issue as it has yet to be determined fees will exist to process your request. However, I am considering your request under the FOIA favored status. Therefore, you will receive all searches and review time and the first 100 responsive pages free of charge. Should a determination be made fees would exist, we will reconsider your request for a waiver.

If you believe my determination of your requestor status is incorrect, please notify me as soon as possible to discuss the issue.

**Please acknowledge this letter and return it showing you understand its contents.** We will begin the statutory timeline once this letter is received back in the FOIA office. A faxed or e-mailed confirmation will be acceptable. For more information relative to our guidelines, please visit [www.shopmyexchange.com](http://www.shopmyexchange.com) and click the FOIA link at the bottom of the page.

Mr. Michael Morisy  
MuckRock News  
FA-13-0325

If you have questions, you may send them by e-mail to [schreuste@aafes.com](mailto:schreuste@aafes.com) or fax them to me at 214-465-2912. Feel free to contact me by phone, as well.

I acknowledge receipt and understanding of the contents of this letter.

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Signature

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Date

Sincerely,



**TERESA SCHREURS**  
Paralegal III - FOIA/Privacy Manager  
Executive Division  
Office of the General Counsel